

TECHNICAL PROJECT PLANNING (TPP) FACILITATED MEETING EVALUATION FORM

PROJECT: Kiska and Amchitka Site Inspections

DATE: 21 September 2010

LOCATION: Anchorage, Alaska

FACILITATOR(S): Molly Welker
and Richard Ragle

RATING CODE:

1-Strongly Disagree

2

3

4

5-Strongly Agree

ITEM	1	2	3	4	5
1. Objectives/Goals of the TPP meeting:					
a. Objectives and goals were clear before you attended.					
b. Objectives/goals clarified at start of the meeting.					
c. Objectives/goals met during the meeting.					
2. Open Communication:					
a. Everyone shared in the discussion on a fairly equal basis.					
b. We were able to disagree freely and work through our disagreement.					
c. My concerns/questions were expressed.					
d. My concerns/questions were acknowledged/ answered.					
3. Meeting Accommodations:					
a. Room was comfortable.					
b. Overhead projector was used effectively for displaying/documenting meeting discussions.					
c. Poster board was used effectively for documenting meeting discussions.					
d. Computer graphics were used effectively for presenting site information					
e. Handout material aided in the meeting discussions.					
4. Facilitator:					
a. Facilitator explained TPP process and used the TPP concepts throughout meetings.					
b. Facilitator encouraged individual participation.					
c. Facilitator summarized/documenting discussions.					
d. Facilitator kept discussions focused on meeting objectives/ goals.					
e. Facilitator demonstrated effective platform skills.					
f. Facilitator was unbiased.					
5. Overall Rating:					
a. TPP meeting was beneficial.					
b. TPP meeting resulted in progress on the project.					
c. TPP is an effective planning tool.					

What was the most beneficial part of the TPP meeting for you ?	
What was the most beneficial part of the TPP meeting for your project team ?	
What part(s) of the TPP meeting could be improved to be more beneficial for you or your project team ?	
What was your reason for participating in this TPP meeting?	
What impact will this meeting have on the execution of this project?	
<p>General Comments:</p> <p>Meeting Format:</p> <p>Supporting material such as handouts:</p> <p>Facilitator:</p> <p>Other:</p>	
Name:	Organization: